



CITY OF SANTEE

REQUEST FOR PROPOSALS (RFP)

**CONSULTANT TRAFFIC ENGINEERING SERVICES FOR
DEVELOPING THE COMPREHENSIVE ACTIVE
TRANSPORTATION STRATEGY
FOR THE CITY OF SANTEE**

December 7, 2018

**City of Santee
10601 Magnolia Ave.
Santee, CA 92071**

TABLE OF CONTENTS
Request for Proposals

CONSULTANT TRAFFIC ENGINEERING SERVICES FOR DEVELOPING
THE COMPREHENSIVE ACTIVE TRANSPORTATION STRATEGY
FOR THE CITY OF SANTEE

I. INTRODUCTION.....	3
II. PROPOSAL SUBMITTAL REQUIREMENTS.....	3
<u>1. Deadline and Number of Copies:</u>.....	3
<u>2. Public Domain:</u>.....	4
III. SCOPE OF WORK.....	5
 APPENDIX A – PROPOSAL REQUIREMENTS	
 APPENDIX B –EVALUATION CRITERIA	
 APPENDIX C – PROJECT SCHEDULE	
 ATTACHMENT 1 – SAMPLE COST PROPOSAL	
 ATTACHMENT 2 – SCOPE OF WORK	
 ATTACHMENT 3 - CONTRACT AGREEMENT	

II. INTRODUCTION

The City of Santee is requesting proposals for professional traffic engineering services from qualified consultants to develop the Santee Comprehensive Active Transportation Strategy (CATS). This project will be funded by a State Sustainable Communities grant requiring the Consultant to follow all pertinent local and State laws and regulations. Santee's current Bicycle Master Plan was done in 2009 and there is no pedestrian master plan. The project will develop a comprehensive plan for both bicycle and pedestrian facilities in the city.

Total amount payable to the Consultant shall not exceed **\$200,000**. The performance period of the contract is from the date the contract is approved and fully executed by the City to **October 31, 2020**.

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Appendix B, "Evaluation Criteria," of this RFP.

Addenda to this RFP, if issued, will be sent to all prospective Consultants the City has specifically e-mailed a copy of the RFP to, and will be posted on the website at:

<http://cityofsantee.ca.gov/home>

It shall be the Consultant's responsibility to check the City's website to obtain any addenda that may be issued.

The Consultant's attention is directed to Appendix A, "Proposal Requirements."

II. PROPOSAL SUBMITTAL REQUIREMENTS

1. Deadline and Number of Copies:

Submit four (4) hard copies and one (1) electronic copy in PDF format on a CD/DVD of the Consultant's proposal. The hard copies and CD/DVD shall be mailed or submitted to the address below prior to **4:00 p.m., January 14, 2019**. Proposals shall be submitted in a sealed package clearly marked "**Consultant Traffic Engineering Services for Comprehensive Active Transportation Strategy for the City of Santee**" and addressed as follows:

City of Santee
Department of Development Services
Attention: Minjie Mei
Principal Traffic Engineer
10601 Magnolia Avenue
Santee, CA 92071

Additionally, two (2) copies of the Cost proposal shall be submitted concurrently. If the

responses are forwarded by mail, both the Proposal and Cost Proposal must be enclosed in a sealed envelope addressed per the following instructions.

Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified Proposal must be received prior to 4:00 P.M., **January 14, 2019**.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

This RFP does not commit the City of Santee to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City of Santee reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the City to do so. Furthermore, a contract award may not be made based solely on price.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the City.

The tentatively anticipated consultant selection schedule is as follows:

Issue RFP	December 7, 2018
Cutoff for Requests for Information	January 7, 2018
Consultant Proposals Due	January 14, 2019
Proposal review and evaluation:	January 15 to January 23, 2019
Consultant Interviews if Needed	January 29 to 30, 2019
Consultant Selection and Negotiations	January 31 to February 6, 2019
City Council Approval of Contract	February 28, 2019
Project Completion	October 31, 2020

Any questions related to this RFP shall be submitted in writing to the attention of Minjie Mei via email at mmei@cityofsanteeca.gov.

No oral question or inquiry about this RFP/RFQ shall be accepted.

2. Public Domain:

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

III. SCOPE OF WORK

General:

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

- 1.....Federal Laws
- 2.....State laws
- 2.....Local laws
- 3.....Rules and regulations of governing utility districts
- 4.....Rules and regulations of other authorities with jurisdiction over the procurement of products

Services to be provided:

The Consultant selected shall provide all services to complete the “Comprehensive Active Transportation Strategy for the City of Santee” project for the City of Santee as per the **Scope of Work** in **Attachment 2**.

Conflict of Interest Requirements

The Consultant shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest.

If a Consultant discovers a conflict during the execution of an assigned task order, the Consultant must immediately notify the City of Santee Project Manager regarding the conflicts of interest. The City Project Manager may terminate the Task Order involving the conflict of interest and may obtain the conflicted services in any way allowed by law. Failure by the Consultant to notify City Project Manager may be grounds for termination of the contract for default pursuant to Section “19 Termination or Abandonment” of the Professional Services Agreement (Attachment 3).

APPENDIX A – PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information at a minimum in the order listed:

1. General:

Proposals shall contain no more than thirty (30) single-sided pages, including exhibits, single column, and font size no less than 12 point. Resumes are not considered part of the total page count. The proposal shall have page numbering.

2. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

Minjie Mei
City of Santee
10601 Magnolia Avenue
Santee, CA 92071

The letter shall be on Consultant letterhead and include the Consultant's contact name, title, mailing address, telephone number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be wet-signed by the individual with the authority to negotiate and contractually bind the Consultant and shall contain a statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

This cover letter also constitutes certification by the prospective proposer, under penalty of perjury, that the prospective proposer complies with nondiscrimination requirements of the City of Santee and the State of California.

3. Executive Summary

4. Consultant Information, Qualifications & Experience

The City will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type,

and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years which include the following information:

1. Contracting agency
2. Contracting agency Project Manager
3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant Project Manager and contact information
9. Project Objective
10. Project Description
11. Project Outcome

5. Organization and Approach

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.
2. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
3. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. For each project team member, provide a minimum of 3 (three) references, with current phone numbers, for whom work was performed in the past five (5) years on similar projects. References of agency project managers on similar projects, or other responsible individuals who have recent, direct working experience with the proposed key individuals shall be provided. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

6. Scope of Work

1. Include a detailed Scope of Work Statement describing all services to be provided.
2. Describe project deliverables for each phase of your work.
3. Describe your cost control and budgeting methodology for this project.

7. Schedule of Work

Provide a detailed schedule for all phases of the project and the proposing Consultant's services including time for reviews and approvals. The schedule shall meet the Project

Schedule shown in Appendix C, however, expedited schedules are preferred with justification for timeline feasibility.

8. Conflict of Interest Statement

The proposing Consultant shall disclose any financial, business or other relationship with the City that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

9. Litigation

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

10. Contract Agreement

Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as **Attachment 3**.

11. Cost Proposal

Cost proposal shall be included with the proposal and will be a part of the evaluation criteria. The cost proposal shall itemize all items that will be charged to the City including staff time, data collection, travel, and shall follow the format shown in **Attachment 1** "Sample Cost Proposal". Also, costs shall be shown on a **per task** basis, which shall include costs for all field work, data collection, and other work efforts necessary to complete the task. Proposing Consultants will be required to submit certified payroll records as part of the invoice.

If subcontractors are to be used, the prospective consultant shall use the same format to show the cost of subcontractors. The firm's standard billing rate sheet shall be included with the submittal.

APPENDIX B – EVALUATION CRITERIA

Evaluation Process

All proposals will be evaluated by a City of Santee Selection Committee (Committee). The Committee may be composed of City of Santee staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the City of Santee Contract Administrator/Project Manager only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP.

The selection process should include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.

4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Organization of Proposal	10
2	Cost Proposal	30
3	Staff Qualifications & Approach	10
4	Project Scope	10
5	Schedule of Work	10
6	Conflict of Interest Statement	Pass/Fail
7	References	10
Subtotal:		80

No.	Interview Evaluation Criteria	Weight
8	Presentation by team	10
9	Q&A Response to panel questions	10
Subtotal:		20
Total:		100

1. Organization of Proposal (10 points)

- a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.

2. Cost Proposal (30 points)

- a. Proposal clearly defines cost in spreadsheet format.

3. Staff Qualifications and Approach (10 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct services on both federal and nonfederal-aid projects.
- b. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward
- c. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project team.
 - ii. Some or all of team members have previously worked together on similar project(s).
 - iii. Overall organization of the team is relevant to City of Santee needs.
- d. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
 - ii. Team successfully addresses Site Planning and Programming efforts.
 - iii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
- e. Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
 - ii. Key positions required to execute the project team's responsibilities are appropriately staffed.
- f. Working Relationship with City of Santee
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Team leadership understands the nature of public sector work and its decision-making process.
 - iii. Proposal responds to need to assist City of Santee during the project.

4. Project Scope (10 points)

- a. Detailed Scope of Services to be Provided
 - i. Proposed scope of services is appropriate for all phases of the work.
 - ii. Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- b. Project Deliverables
 - i. Deliverables are appropriate to schedule and scope set forth in above requirements.

- c. Cost Control and Budgeting Methodology
 - i. Proposer has a system or process for managing cost and budget.
 - ii. Evidence of successful budget management for a similar project.

5. Schedule of Work (10 points)

- a. Schedule shows completion of the work within or preferably prior to the City of Santee overall time limits as specified in Appendix C.
- b. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Federal-Aid compliance.
- c. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

6. Conflict of Interest Statement (Pass/Fail)

- a. Discloses any financial, business or other relationship with the City of Santee that may have an impact upon the outcome of the contract or the construction project.
- b. Lists current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.
- c. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.

7. References (10 points)

- a. Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

8. Presentation by Team (10 points)

- a. Team presentation conveying project understanding, communication skills, innovative ideas, critical issues and solutions.

9. Q&A Response to Panel Questions (10 points)

- a. Proposer provides responses to various interview panel questions.

Weighted scores for each Proposal will be assigned utilizing the table below:

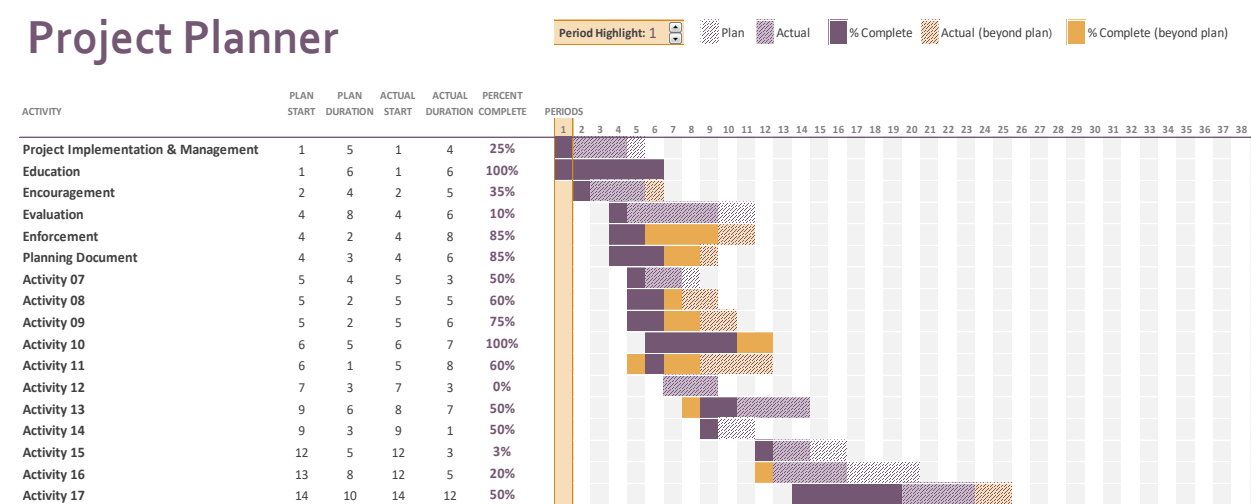
No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Organization of Proposal		10	
2	Cost Proposal		30	
3	Staff Qualifications & Approach		10	

4	Project Scope		10	
5	Schedule of Work		10	
6	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
7	References		10	
8	Presentation by Team		10	
9	Q&A Response to Panel Questions		10	
Total:			100	

The contract will be awarded to the responsible proposer whose proposal is given the highest score by the evaluation committee.

APPENDIX C – PROJECT SCHEDULE

Project Schedule – A Gantt chart should be used for evaluations to compare project deliverables, cost, and time frames and can be done in Excel. A sample is shown below.



ATTACHMENT 1 – SAMPLE COST PROPOSAL

Schedule of Charges

Task	Rate and Hours				Total Hours	Total Cost
	Project Manager \$180	Project Engineer \$150	GIS specialist \$120			
1. Project Management and Coordination:	5	10	0	15	\$2,400	
2. Existing Conditions:						
Task 2.1 – Research						
Task 2.2 – Data Collection						
3. Existing Conditions Circulation Assessment						
4. Future Year Mobility Assessment:						
Task 4.1 – Model Update/Calibration and Travel Forecasts						
Task 4.2 – Future Conditions						
Task 4.3 – Goals, Objectives, and Policy Development						
Task 4.4 – Roadway System Alternative Analysis						
5. Mobility Element:						
Task 5.1 – Draft Mobility Element						
Task 5.2 – Final Mobility Element						
6. Traffic impact study and EIR support:						
Task 6.1 - Evaluate the Proposed Plan and Identify Impacts and Mitigation Measures						
Task 6.2 – Work with the EIR team						
7. Climate Action Plan Support:						
Grand total \$						

ATTACHMENT 2 – SCOPE OF WORK

ATTACHMENT 3 - CONTRACT AGREEMENT